

Science and Engineering Support Services



Contract Implementation Procedures

Environmental Monitoring and Assessment Department

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Step 1 - Ground Work

- PM completes Final Statement of Work (SOW)
- PM completes Work Order Worksheet (Form A)
- PM completes Info Sys Acct Request Form (Form B), for both on and off site work, check N/A box if not applicable

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Step 2 - Contract Utilization Approval

- **Project Manager sends email to Div Director**
 - requests use of SESS
 - attaches SOW, Forms A and B
- **Div Director forwards PM's email to Contract Manager**
 - approves SOW
 - gives CM notice to proceed
 - time stamps work order request
- **Contract Manager logs in work order request**
 - reviews
 - forwards to info Space, IT Coordinators, others

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Step 2 - Contract Utilization Approval (con't)

- Contract Manager determines firm utilization
 - completes Procurement Cover Sheet (Form C)
 - notifies PM, rates and cost negotiations
 - gets PM's approval on Form C
 - enters document into ICMS and RX in LGFS
 - forwards Form C with final SOW to procurement

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Step 3 - Procurement

- Procurement obtains firm approval
 - Procurement Cover Sheet (Form C) with SOW
 - Comp Sys Acknowledgement (Form D)
 - Transportation Release (Form E)
 - Encumbers funds
 - Sends fully executed work order to CM
 - CM forwards fully executed work order to PM

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Step 4 - Invoicing

- Invoices sent from Firm to Procurement
 - firm sends email to CM and PM confirming invoice
 - procurement reviews invoice
 - CPA attached to invoice, sent to CM
 - CM logs invoice, forwards CPA and invoice to PM
 - PM approves CPA and returns with invoice to CM
 - CM logs payment approval, forwards to procurement
 - Invoice is paid
 - CM maintains Contract Summary Sheet
 - notifies PM at 50%, 75% and 90% expenditure, otherwise by end date

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Step 5 - Performance Measures

- **Performance Evaluation (Form F) to PM**
 - 90 days, 180 days, semi-annual thereafter, work order completion
 - PM completes, returns to CM within 30 days
 - other interim performance reviews as needed
- **PM Evaluation (Form G) to Firm**
 - 90% expenditure, otherwise by end date
 - returned to direct supervisor

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Step 6 - Work Order Close-Out

- **Contract Manager Closes Out**
 - **transmits WO Closeout Worksheet (Form H) to PM**
 - **90% expenditure, otherwise by end date**
 - **PM returns Form H to CM**
 - **CM forwards Form H to Space, IT and Reconciliation Coordinators**